



Job Posting

Posting Date: March 24, 2023

End Date: 5:00 pm on April 17, 2023

Client Services Coordinator

Department: Legislative Service Bureau | Legal Division

Status & Hours: Full-Time | 37.5 hours per week, Monday–Friday

Minimum Salary: \$38,053 Annually

Range E on Legislative Council 10-1-21 Salary Schedule

Job Location: Boji Tower–3rd Floor, 124 W. Allegan Street, Lansing, MI

GENERAL DESCRIPTION OF DUTIES

This employee serves as backup to the Request System Coordinator and as part of a team of receptionists for the Legal Division. Determines needs and routes caller or visitor to the appropriate staff for assistance. Responds to inquiries regarding Legal Division services. Coordinates the delivery of all office documents and maintains electronic records of deliveries made. Performs word processing and a variety of other secretarial functions as needed.

The LSB Legal Division provides the Michigan Legislature with nonpartisan legal counsel, bill drafting, law compilation and publishing, and other related services that support the lawmaking process.

MINIMUM QUALIFICATIONS and SKILLS

- High school graduate or possession of GED certificate required.
- Minimum of one year secretarial/clerical experience with public contact required.
- Experience in the use of personal computers, including proficiency in Microsoft Word and database management, required.
- Experience with database and records management required.
- Strong interpersonal skills required, including the ability to work with a diverse constituency.
- Multi-line phone experience highly desired.
- Ability to work collaboratively in a team environment.
- Must be willing and able to work overtime and irregular hours as required.

HOW TO APPLY

Online applications only are being accepted through the State of Michigan's NEOGOV system at <https://www.governmentjobs.com/careers/michigan>. The deadline to apply is by 5:00 pm on April 17, 2023.

Applicants must include the following items as separate attachments in the online application for full consideration:

1. Cover letter outlining interest and qualifications.
2. Resume.

Current Legislative Council employees who wish to apply should contact the LSB Human Resources Office at HumanResources@legislature.mi.gov or call 517-373-9643.

ADDITIONAL REQUIREMENTS AND INFORMATION

The Legislative Council is a nonpartisan legislative information and service agency. This is an unclassified, non-Civil Service position in State government. All Legislative Council employees are considered "at-will," except for LSB Printing Division union members. Employees are required to be non-partisan.

The Legislative Council accepts resumes and applications for employment only for current position vacancies. The Legislative Council is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record, or handicap. If an accommodation is needed during the application process, contact the LSB Human Resources Office.

For questions, call the Legislative Service Bureau Human Resources Office at (517) 373-9643.